

SECRET

11 MAY 1959

MEMORANDUM FOR: Acting Deputy Director (Support)

SUBJECT : OTR Activities

1. The Office of Training reports on the following activities during the month of April 1959:

a. Training Assistance

(1) Forty persons attended the Americans Abroad Orientation on Saturday, 18 April. This was about three times as many enrollees as in the first "Saturday Special" in January and taxed our staffing resources to the limit. A revised schedule is being planned for the new fiscal year, which will run six hours on each of two successive Saturdays. This will permit more ample treatment of Americans Abroad problems by the panel and will provide

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(2) The A&E files of twenty-five prospective candidates (present Agency employees) were discussed with DC/Guided Missiles Branch/ORR, to aid in selecting several additional persons for this relatively new and expanding branch.

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(5) Mr. Amory has requested that he be included in the forthcoming briefing of the newly designated ACSI/USARPAC.

b. Internal Training Activities

(1) In both the DD/P and DD/I phases of the JOT Program the students have been enthusiastic and are doing fine work. The students [] are high in their praise of the quality of instruction and, specifically, the enthusiasm of the instructors. They have expressed the opinion that such enthusiasm is catching.

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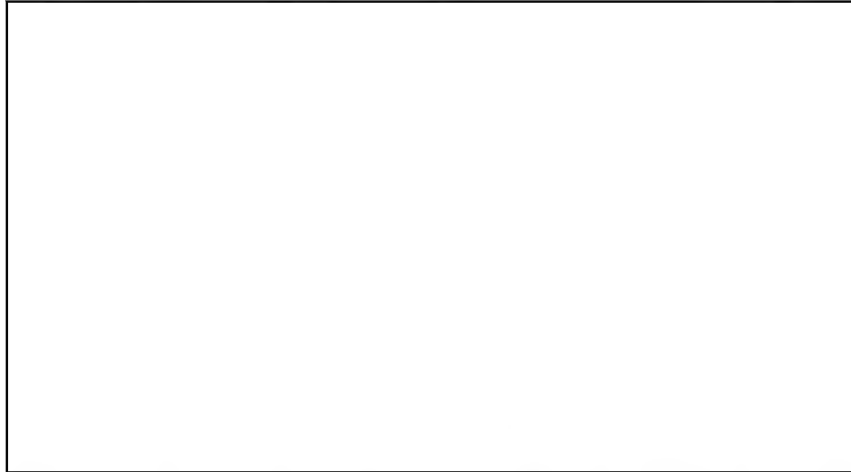
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(5) [redacted] has been named Chief, Intelligence School, replacing [redacted] who has been loaned to the [redacted] for four to six months to assist in establishing a management training program.

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(6) OTR is re-examining the status of emergency planning.

(7) Of 255 persons in the Voluntary Language Training Program who were given the language aptitude test, 14 had aptitude 1 (the best); about 50 per cent had aptitudes 4, 5 and 6; 55 had the lowest rating of aptitude 8. About one-half of those with the lowest rating did not complete the trimester. Two-thirds of all drop-outs with lowest aptitude were taking German.

(8) The interlock showing of the Suggestion Awards Film was held on 28 April. From the comments which followed the showing, it appeared that the film was very well received by the members of the Management Staff who were present. Consideration will be given

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[] so that it may be used by other Government agencies to promote their suggestion awards programs. When the film is completed, it will be shown to the Director at a future senior staff meeting.

(9) During April language awards were authorized in the amount of \$27,050 to 199 employees. Cumulative awards to date now total 1,530. Money expended to date now totals \$185,900.

c. Monthly Enrollment

During the month of April 982 persons were enrolled in OTR conducted courses. Twenty-two of these were Agency dependents and three were employees of other Government agencies.

SIGNED

MATTHEW BAIRD
Director of Training

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OTR/PPS/nld (11 May 59)

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